



STATE OF MICHIGAN
TERRI LYNN LAND, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

MEMORANDUM

DATE: May 5, 2004
TO: City and Township Clerks
FROM: Christopher M. Thomas, Director of Elections
SUBJECT: 2004 Polling Place Accessibility and Training Survey

-- IMPORTANT --

The enclosed Polling Place Accessibility and Training Survey must be submitted to your county clerk no later than June 25, 2004. Instructions for completing the survey appear below.

Instructions

- Complete the Polling Place Accessibility and Training Survey after you have finalized your polling place locations for the 2004 election cycle. After completing the survey, submit it to your county clerk. (Cities that fall in two counties should submit their survey to the clerk of the county where the greatest number of voters in the city reside.)
- The completion of the survey will require that you evaluate every building used for a polling place in your jurisdiction. The accessibility evaluation standards are provided on the Polling Place Accessibility Checklist enclosed with this memo. When conducting the polling place accessibility evaluations, complete a separate checklist for each polling place. (Please photocopy the checklist as needed.)
- If you determine that a polling place established in your city or township is not in full compliance with the enclosed accessibility standards, provide a copy of the checklist completed for the noncompliant polling place with your Polling Place Accessibility and Training Survey. (A polling place is not compliant if you answer "No" to any of the compliance standards which appear on the checklist.) While there is no need to return the checklists completed for the polling places that fully comply with the accessibility standards, please retain them on file in your office.
- When evaluating the accessibility of the buildings where your polling places are located, we strongly encourage you to enlist the assistance of a disability advocacy group. A listing of the disability advocacy groups established throughout the state is enclosed with this memo. An introductory letter from the Michigan Protection and Advocacy Service, Inc. (MPAS) accompanies the disability advocacy group listing.

- The enclosed Polling Place Accessibility Checklist is based on a document published by the U.S. Department of Justice (“ADA Checklist for Accessible Polling Places”). In addition to the accessibility standards, the document provides examples of common accessibility problems and how they can be remedied. Often the remedies are simple and inexpensive. The document can be accessed through the website maintained by the U.S. Department of Justice: <http://www.usdoj.gov/crt/ada/adahom1.htm>. The review of the document is encouraged.
- It merits final note that while the enclosed Polling Place Accessibility Checklist is lengthy (9 pages; 69 questions), there will be many instances where portions of the survey will not apply when you are inspecting a polling place. For example, if the route from the building entrance to the voting area does not involve a ramp, lift or elevator due to a level change, 22 questions are eliminated.

Questions?

Please do not hesitate to contact Amy Shell of this office if you have any questions.

cc: County Clerks